

ADA Online

Writer's & Photographer's Guide

ADA Online is your bulletin board for all things ADA. We rely on you, the Soldiers, DoD Civilians, Retirees and Contractor personnel to fill its pages with photos and articles of interest to members of the Air Defense Artillery community worldwide. We want to ensure that we acknowledge and recognize the units and people that keep the branch alive.

ADA Online also serves as a venue for professional writing among members of the Fires community; therefore, an author's viewpoint, recommendation or procedural suggestion don't have to agree with those of the Army or DoD. The article's content must be logical and accurate; address disadvantages as well as advantages (as applicable); and promote safe tactics, techniques and procedures (TTPs).

Want to get an article published to ADA Online? Follow these guidelines:

1. Write articles that are clear and provide as much information as is necessary to make your point. (Too much information is always better than not enough, and will expedite publication.)
2. Supply background information as if you were trying to explain it to someone who has no military affiliation.
3. When writing, authors should strive to answer the six "Ws": **Who, What, Where, When, Why and How.**
4. Identify all acronyms in first reference. (Note: DA guidance dictates that we now use "Patriot" rather than PATRIOT.)
5. Provide an author's biography. Please include full name, rank, unit and military occupational specialty/duty assignment, contact information (email address and phone number). Also if possible provide any information highlighting experience, education and/or training relevant to the article's subject that substantiates credibility on the subject.
6. Please let us know if you offered your submission to other publications to avoid potential copyright issues. If another venue publishes your ADA articles, send us a web-link, we can publish the link thereby ensuring your article gets maximum exposure.
7. Authors must obtain clearance/approval to publish from their established unit approving authority (commanders, organization directors, S2s/G2s and/or public affairs officials), to ensure articles do not contain classified, sensitive or OPSEC information. **If we receive your submission for publication, you are implying that it has been approved by your command and that there are no security violations. ADA Online assumes no responsibility for breeches of this requirement.**

What should you write about? The possibilities are endless, here are a few suggestions:

1. We are interested in the latest on weapon systems, doctrine, tactics, training, and/or deployments. Articles may cover the tactical, operational or strategic levels of military operations as long as their contents relate to Air Defense, Joint or Coalition fires and effects or are of special interest to our readers.
2. We want to hear about lessons learned and current problem/ issue areas. If you submit these types of articles, we also require you tell us how the issue/problem was fixed, or provide a resolution proposal of your own. In addressing the future, authors should clearly explain his/her points and their implications.
3. We are also interested in your encounters in the Joint arena, with other branches of the Army, other branches of the military, as well as, foreign nationals, allied forces and encounters with hostile forces.
4. Furthermore, we are also just as interested in acknowledging Soldier and unit accomplishments, human interest stories, branch cohesion and unit esprit articles. We want to brag a little and *ADA Online* is the perfect place to do it. Let's acknowledge who we are, what we do and what we stand for.

5. If you want to reminisce, we have room for history. If an author is writing about the past, he/she should analyze the events and show how they apply to Air Defense today—not just record history.
6. Above all else – Ensure all the information is releasable – see requirements at #7 above.

What happens to your article once it is submitted?

NOTE: Your article might better serve the ADA community by being published in the *FIRES* Professional Bulletin-644 (PB-644). If this is the case, your article will be offered first to *FIRES* for publication and you will be notified. If *FIRES* does not publish it, we will contact you and publish to *ADA Online*. In some cases your submission just isn't the right fit for either, if this is the case you will be notified.

1. All submissions will be edited by the Editor-in-Chief of Fires PB644/*ADA Online* to ensure the article and cut lines conform to the established format style. Content will be revised to ensure accuracy, uniformity, readability, as well as, proper grammar, usage and punctuation. Many of our intended audience have little or no military affiliation; therefore, some article may need more editing than others to ensure the article is as reader friendly as possible.
2. Authors will have the opportunity to see the edited copy and will be afforded a final review prior to publication. No changes will be made for format/style differences alone. Once the final review is completed the article/photo(s) will be posted within 2 business days.
3. If errors become apparent once published, notify the *ADA Online* Editor immediately (contact info below).

Want to get your photos published? Follow these guidelines:

NOTE: Photographs enhance an article and make it more appealing, it allows us to recognize individuals and events, but more than that, it offers us a snapshot of the present and/or past for use in the future. In most cases a photo dresses up an article; however, on rare occasions, a photo is powerful enough to stand alone (no article required) or is the perfect photo to dress up an article that someone else has written. We want those photos! If you feel you have such a photo, submit it to us and ensure you provide the required information listed in # 2 and #3 below so we can showcase your talents properly and ensure you get credit.

1. A photo submission must be independent and in any of the following formats jpg, tif and gif. Do not embed photos in article submissions (i.e., power point presentations, word documents and/or PDF files).
2. If the photo is not yours or the property of the US Army, ensure you have permission to use the photo and give photo credit. Although linking to previously published article with photos might be acceptable, we cannot just use the photos. To avoid potential copyright infringement, original photo submissions are preferred.
2. Provide complete caption information: date photo was taken, full names and ranks of everyone in the picture, their unit, location (both photo location and unit home base), identify any systems and a brief description of the action. Please make it clear which caption goes with which photo if you are submitting more than one.
3. Provide complete photographer(s) byline information (full name, rank, assigned unit and position). Photographer credit is as important as the author's byline and could also present legal ramifications if proper protocol is not followed.

Got questions? Your point of contact is:

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